

Reintegration//Transition Plan form Guidelines

(For non-secure residential programs and secure care facilities)

- I. The assigned non-secure care case manager and/or the secure care case manager shall complete a Preliminary Reintegration/Transition Plan for every youth within (30) days of admission with the support of the Reintegration/Transition Team. The completed plan shall be placed in the youth's case record.

The Reintegration/Transition Team will consist of the assigned non-secure care case manager and/or the secure care case manager, social service supervisor, assigned probation officer and/or probation and parole supervisor, designated educational representative from the school area, the social service staff assigned to the regional office, if applicable, mental health staff, if applicable, the youth and his parents/legal guardians. Other disciplines will be invited to participate in this process as deemed appropriate.

Reintegration/Transition Plan Staffings are to be conducted in person, via video equipment or by phone. If a person is participating by videoconference or phone conference, the case manager needs to indicate this on the summary of staffing form.

- II. The purpose of the Reintegration/Transition Team will be to generate a preliminary and final reintegration/transition plan identifying services and or people that will form a support network for the youth's successful re-entry to the community.

In the event that a member of the Reintegration/Transition Team can not be in attendance, a designee should attend equipped with information needed to assist with the formulation of the initial and or final reintegration plan.

- III. For youth that are in secure care, the regional staffing list will be disseminated to the required staff at a minimum of two weeks prior to the quarter by the administrator coordinator or the director of treatment. The regional staffing list will indicate the formulation of an initial or final reintegration plan.

For youth in non-secure residential programs, the non-secure facility will notify the assigned probation officer of the multi-disciplinary team staffing. The formulation of the initial or final reintegration plan will be done at that time.

- IV. The assigned non-secure care case manager and/or the secure care case manager shall document a brief statement via a progress note in regards to the development of the preliminary reintegration/transition plan and place in the youth's case record.

When the plan is updated or modified, the assigned non-secure care case manager and/or the secure care case manager shall indicate the modifications on the supplemental sheet noting the review dates.

The supplemental sheet will replace the old information or modified need area on the preliminary plan. The old information shall be removed from the youth's preliminary reintegration/transition plan and replaced with the supplemental sheet. This process will ensure that the plan is current and up to date.

- V. The Reintegration/Transition Plan shall be reviewed and updated during the monthly reviews, quarterly staffings and regional staffings. All updates are to be forwarded to the youth's assigned probation officer within forty-eight (48) hours of the review or staffing.
- VI. For youth in secure care, all reviews and updates will be documented in the youth's case record via the Monthly Assessment of Individualized Intervention Plan (IIP) Progress form and the IIP Summary of Staffing form. A brief narrative shall be completed denoting goals and progression towards reintegration after each review.

For youth in non-secure care, all updates will be documented on the Individualized Intervention Plan (IIP)/Individualized Treatment Plan (ITP) with a brief narrative via progress note denoting goals and progression towards reintegration.
- VII. Every effort will be made to ensure that every youth has a final transition/reintegration plan prior to release regardless of the length of stay or sentence.
- VIII. The Educational staff will prepare an educational component for the initial reintegration/transitional plan and revise as necessary the educational component at the release staffing. Areas that will be addressed may include the following: special education services, functioning levels, GED services, vocational services, communications with receiving schools or work force programs, communications with other agencies that will provide reintegration services, etc. The Educational Community Specialist, Educational Transition Coordinator and the teacher, when available, will participate in both staffings.
- IX. For youth who have Court dates, the probation officer and the secure care case manager/or non-secure care case manager (if applicable), shall bring a copy of the Preliminary Reintegration/Transition Plan with them and be prepared to finalize the plan if the youth is released. This will require pre-planning on the part of the staff involved in terms of identifying resources for identified need area(s) that require follow-up in the community and the completion of the relapse prevention component. A copy of this finalized plan shall be given to the youth and his parent(s)/legal guardian(s) at Court.

- X. Final Reintegration/Transition Plans along with the progress report shall be completed on all youth within 45 days of their full-term date to include the relapse prevention component of the plan. This will allow the secure care case manager time to focus on areas that may be of concern for the youth. This process shall include staffing with the Reintegration/Transition Team and other disciplines as deemed appropriate.
- XI. Final Reintegration/Transition Plans shall be forwarded to the courts on all youth adjudicated under the La. Children's Code Article 897.1 within six (6) months of release. These plans are to be reviewed and approved by the Secure Care Facility Director or designee prior to submission to the courts.
- XII. The secure care case manager shall file a copy of the final plan in the youth's case record and forwarded to the Regional Office within seven (7) days of release. A copy shall be given to the youth and parent(s)/guardian(s) on the date of release.

The non-secure care case manager shall distribute the final plan to the court of jurisdiction, the District Attorney's office, supervising and/or placing region and parent(s)/legal guardian(s) within seven days of release.